

California Department of Education

School Library Survey for the 2001-2002 School Year

If the following school is yours, fill out the survey below. If it is not yours, click the "Back" button on your browser and resubmit a corrected CDS code. Call Barbara Jeffus (916-319-0445) or Martha Rowland (916-319-0451) for assistance.

If you are editing information previously entered, remember to click on the "Submit Survey" button again.

11-11111-1111111
Sample School Name
Sample Street
Sample City, CA 11111

1. Do you have a dedicated common area in your school designated as the library?

- ☐ Yes
☐ No

If "Yes", continue filling out the survey. Please answer every question.

If "No", go to the bottom of this survey page and submit the survey now.

2. During a normal school week, (not summer or vacations) how many hours is the school library open for students?

- ☐ 0
☐ 1 - 5
☐ 6 - 10
☐ 11 - 15
☐ 16 - 20
☐ 21 - 25
☐ 26 - 30
☐ 31 - 35
☐ 36 - 40
☐ 41 - 45
☐ 46 - 50
☐ 51 or more

3. Check one or more of the following times when the school library is open for students?

- ☐ Before classes start
 - ☐ During class time
 - ☐ During breaks
 - ☐ During lunch
 - ☐ After school
 - ☐ Some evenings
 - ☐ On weekends
 - ☐ Summer school
 - ☐ None of the above
-

4. Do you have at least one of the following **paid credentialed staff** working full-time or part-time in the school library?

LMT

- ☐ Credentialed Library Media Teacher
 - ☐ Emergency-credentialed Library Media Teacher
 - ☐ Credentialed teacher without a Library Media Teacher credential
 - ☐ None of the above
-

5. If you answered "Yes" to question 4, select the phrase below that best describes the hours worked by the credentialed staff.

- ☐ More than one full-time equivalent
- ☐ Full-time
- ☐ Half-time or more, but not full-time
- ☐ Less than half-time

If you answered "No" to question 4, **skip this question and go to question 6.**

6. Do you have at least one **paid classified employee**, full-time or part-time, working in the school library?

- ☐ Yes
 - ☐ No
-

7. If you answered "Yes" to question 6, select the phrase below that best describes the hours

worked by the classified library staff.

- ☐ More than one full-time equivalent
- ☐ Full-time
- ☐ Half-time or more, but not full-time
- ☐ Less than half-time

If you answered **"No"** to question 6, **skip this question and go to question 8.**

8. Is the school library staffed **only** by volunteers?

- ☐ Yes
- ☐ No

If you answered **"Yes"** to either question 4 or question 6, this answer must be **"No"**.

9. Enter the number of books in the school library collection at the end of the 2001-2002 school year.

- ☐ 2,499 or less
- ☐ 2,500 - 4,999
- ☐ 5,000 - 7,499
- ☐ 7,500 - 9,999
- ☐ 10,000 - 12,499
- ☐ 12,500 - 14,999
- ☐ 15,000 - 17,499
- ☐ 17,500 - 19,999
- ☐ 20,000 - 22,499
- ☐ 22,500 - 24,999
- ☐ 25,000 - 27,499
- ☐ 27,500 - 29,999
- ☐ 30,000 - 32,499
- ☐ 32,500 - 34,999
- ☐ 35,000 - 37,499
- ☐ 37,500 - 39,999
- ☐ 40,000 - 42,499
- ☐ 42,500 - 44,999
- ☐ 45,000 - 47,499
- ☐ 47,500 - 50,000
- ☐ 50,001 or more

10. Enter the average copyright date of the books in the school library's 629 section. Include books in both the 629 circulating and 629 reference sections.

PROCEDURE: Count the number of books in the 629's (from 629 to 629.999, Dewey Decimal

Average copyright date of books in Dewey 629's. Round off to a four-digit year

Classification)

Then add up the copyright dates of all the books in the 629's. Divide the sum of the copyright dates by the total number of books in the 629's.

EXAMPLE: Assuming you had only 3 books in the 629's and their copyright dates were 1984, 1992, & 2001, then: $1984 + 1992 + 2001 = 5977$, divided by 3 = 1992 (Rounded off to a whole number).

Enter whole numbers only; do not use letters, words or any form of punctuation.

Correct entry: 1992.

Incorrect entries: "92", "approx 1992", 1992.333, or "1992+".

11. Check one or more of the following technologies available to students in the school library:

- ☐ Automated library catalog
- ☐ Automated library circulation
- ☐ Internet access
- ☐ Electronic access to full-text periodicals
- ☐ Video cassette collection
- ☐ DVD's or laser disks
- ☐ None

12. How much money did the school library spend purchasing library books during the 2001-2002 school year? Include processing costs if purchased with library books.

- ☐ No Budget
- ☐ Less than \$5,000
- ☐ \$5,000 - \$9,999
- ☐ \$10,000 - \$14,999
- ☐ \$15,000 - \$19,999
- ☐ \$20,000 - \$24,999
- ☐ \$25,000 - \$29,999
- ☐ \$30,000 - \$34,999
- ☐ \$35,000 - \$39,999
- ☐ \$40,000 - \$44,999
- ☐ \$45,000 - \$49,999
- ☐ \$50,000 - \$54,999
- ☐ \$55,000 - \$59,999
- ☐ \$60,000 - \$64,999

- ☐ \$65,000 - \$69,999
 - ☐ \$70,000 - \$74,999
 - ☐ \$80,000 - \$84,999
 - ☐ \$85,000 - \$89,999
 - ☐ \$90,000 - \$94,999
 - ☐ \$95,000 - \$99,999
 - ☐ Greater than \$100,000
-

13. If you spent more than \$100,000 on books, enter the amount here.

PLEASE NOTE: Enter whole numbers only; do not use letters, words or any form of punctuation.

Correct entry: 150000.

Incorrect entries: "approx 150,000", \$150,000+."

14. How much money did the school library spend purchasing library materials for student use **other than for books** during the 2001-2002 school year? Include periodicals (paper or electronic), technology and media resources and related equipment. **Do not include** salaries, conference expenses, routine supplies, maintenance agreements, etc.

- ☐ No Budget
 - ☐ Less than \$5,000
 - ☐ \$5,000 - \$9,999
 - ☐ \$10,000 - \$14,999
 - ☐ \$15,000 - \$19,999
 - ☐ \$20,000 - \$24,999
 - ☐ \$25,000 - \$29,999
 - ☐ \$30,000 - \$34,999
 - ☐ \$35,000 - \$39,999
 - ☐ \$40,000 - \$44,999
 - ☐ \$45,000 - \$49,999
 - ☐ \$50,000 - \$54,999
 - ☐ \$55,000 - \$59,999
 - ☐ \$60,000 - \$64,999
 - ☐ \$65,000 - \$69,999
 - ☐ \$70,000 - \$74,999
 - ☐ \$80,000 - \$84,999
 - ☐ \$85,000 - \$89,999
 - ☐ \$90,000 - \$94,999
 - ☐ \$95,000 - \$99,999
 - ☐ Greater than \$100,000
-

15. If you spent more than \$100,000 on materials other than books, enter the amount here.

PLEASE NOTE: Enter whole numbers only; do not use letters, words or any form of punctuation.

Correct entry: 150000.

Incorrect entries: "approx 150,000", \$150,000+."

16. Check one or more of the following funds used to purchase library materials during the 2001-2002 school year.

- ☐ California Public School Library Act Funds
- ☐ Instructional Materials Fund (IMF)
- ☐ State Lottery Funds
- ☐ Digital High School Funds
- ☐ Per Pupil Allotment (district or site)
- ☐ General Funds (district or site)
- ☐ SIP (School Improvement Program funds)
- ☐ Fund Raisers (parent groups, book fairs, etc.)
- ☐ Title I (federal)
- ☐ Title V (federal)
- ☐ Grants or Gifts (other than any listed above)
- ☐ Start-Up Funds
- ☐ Other
- ☐ None of the above

17. Which of the following terms best describes the method used to schedule classes in the school library?
Scheduling

- ☐ Block (classes scheduled at regularly specified times)
- ☐ Flexible (classes scheduled at varying times per need)
- ☐ Mixed (some classes block-scheduled, some flexibly-scheduled)
- ☐ No Class Visits

18. RESEARCH-RELATED QUESTION

Which of the following services were regularly provided in the 2001-2002 school year?
Services

- ☐ (A) Offered a program of curriculum-integrated skills instruction
- ☐ (B) Informally instructed students in the use of resources
- ☐ (C) Planned or conducted workshops for teachers

- ☐ (D) Assisted school curriculum committee with recommendations
 - ☐ (E) Collaborated with teachers to develop, implement and evaluate student learning two or more hours per week
 - ☐ (F) Provided information about new resources
 - ☐ (G) Provided reference assistance to students and teachers
 - ☐ (H) Helped students and teachers find and use resources outside school library
 - ☐ (I) Provided interlibrary loan for students and teachers
 - ☐ (J) Provided electronic access to a resource sharing network (e.g. Library of California)
 - ☐ (K) Provided reading, listening and viewing guidance
 - ☐ (L) Communicated with parents about information literacy
 - ☐ (M) Coordinated in-school production of materials
 - ☐ (N) Coordinated video production and dissemination activities
 - ☐ (O) Coordinated cable TV, distance education and related activities
 - ☐ (P) Coordinated school or library computer networks
 - ☐ (Q) Provided access to online library catalog and circulation
 - ☐ (R) Provided Internet and online access
 - ☐ (S) Provided Internet searching and reference instruction
 - ☐ (T) Provided flexible library media center schedule
 - ☐ (U) Communicated proactively with principal
-

Remember to click on the "Submit Survey" button.

Submit Survey

You may return to your survey at any time to add or edit informaion.

If you do, remember to click on the "Submit Survey" button again so that the new information replaces the old.